

## **PROCESS GUIDE FOR SUBDIVISION AND LAND DEVELOPMENT PLANS REQUIRING COUNTY REVIEW**

Municipal subdivision and land development ordinances apply for plans located in the following municipalities.

**Albion Borough  
City of Corry  
Edinboro Borough  
City of Erie  
Fairview Township  
Franklin Township  
Girard Borough  
Girard Township  
Greene Township  
Greenfield Township  
Harborcreek Township  
Lake City Borough  
Lawrence Park Township**

**McKean Borough  
McKean Township  
Millcreek Township  
North East Borough  
North East Township  
Springfield Township  
Summit Township  
Union City Borough  
Venango Township  
Washington Township  
Waterford Borough  
Waterford Township  
Wesleyville Borough**

This guide is not intended to supersede or replace any municipal ordinance or requirement. **Contact the municipality for specific regulations, requirements and procedures to be followed.**

The following steps should be carried out in the order presented unless municipal requirements specify an alternative procedure.

1. Contact the municipality for specific regulations, requirements and procedures to be followed.
2. A pre-application consultation and/or sketch plan submission to the municipality is recommended.
3. Plans must be prepared by a licensed surveyor. Licensed surveyor should be able to guide in processing and completion of necessary forms from the Erie County Department of Health (ECDH) and/or Erie County Planning Department.
  - a) The sheet size for final plans must be 18" x 24".
  - b) Plans must be signed & sealed by surveyor.
  - c) Plans must be signed & notarized by owner(s).
  - d) One mylar and at least seven paper copies will be required.
4. Submit 2 copies to the Erie County Health Department for their records. (ECDH Maps must show soil/percolation test sites and topographic lines and soil mapping units.)

5. Submit the mylar and at least 5 copies to the Erie County Department of Planning for its review and signatures. Note that some municipalities require a municipal review prior to submittal to the county. Check with the municipality to determine the process to be followed in your area.
6. No final plan shall be signed by the Erie County Department of Planning until sewage facility planning has been approved by the County Health Department and/or the Pennsylvania Department of Environmental Protection (PADEP).  
**Health department review and/or approval is required for all subdivision and land development applications in Erie County, even non-building sites.**
  - a) 10 Lots Inclusive – Planning Module I: Contact the sewage enforcement office (SEO) on completing this module.
  - b) 10Lots/More – Planning Module II: Contact the SEO for instructions on completing this module.
  - c) All other Subdivisions: Estate Settlements; Agricultural; Non-Building; 10 Acre Exemptions, etc., contact the SEO for instructions on completing this process.
  - d) For All Sewered Areas: Sanitary Sewer Lines; Tap-Ins, etc. requiring subdivision approval – Contact Pete Link at the ECDH.
7. Submit the mylar and at least 4 copies to the municipality for its review, approval and signatures.
8. Submit 3 copies to the Erie County Recorder of Deeds. This must be done within 90 days of approval by the municipality.

### **Contacts**

#### Erie County Department of Planning

Jake S. Welsh, AICP  
Director of Planning  
Phone: 814.451.7003  
E-Mail: [jwelsh@eriecountygov.org](mailto:jwelsh@eriecountygov.org)

Matthew Puz  
Subdivision Planner  
Phone: 814.451.6020  
E-Mail: [mpuz@eriecountygov.org](mailto:mpuz@eriecountygov.org)

#### Erie County Department of Health

Douglas Range  
Director of Environmental Health Services  
Phone: 814.451.6743  
E-Mail: [drange@ecdh.org](mailto:drange@ecdh.org)

Peter Link  
Sanitary Engineer  
Phone: 814.451.6773  
E-Mail: [plink@ecdh.org](mailto:plink@ecdh.org)

Peter Homchenko  
Sewage Enforcement Officer  
Phone: 814.451.6756  
E-Mail: [phomchenko@ecdh.org](mailto:phomchenko@ecdh.org)

Joshua Skopow  
Sewage Enforcement Officer  
Phone: 814.451.6763  
E-Mail: [jskopow@ecdh.org](mailto:jskopow@ecdh.org)